



General Services Administration  
Northwest/Arctic Region  
Jackson Federal Building  
915 Second Avenue, Room 106.  
Seattle, WA 98174

October 19, 2000

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID  
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the first quarter of FY01 was held on October 18, 2000 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

**1. Security & Safety.** GSA Federal Protective Service representative, Smokey Forster, reported that analysis of the recent Middle East situation, concluded that a high alert security status was not required for the building at the present time. Smokey also reported that the building's reported crime rates had dropped approximately 96% since the increased security (guards, x-ray, and metal detector) had been placed into service five years ago. GSA Property Manager, Steve David, requested attendees spread the word that there was a free personal security workshop offered at noon in the North Auditorium on October 19. There were no additional tenant comments or concerns regarding security or safety.

**2. Custodial & Grounds.** Custodial contract manager, Silvano Gonzalez, reported that the custodial crew often find open corridor doors during the evening cleaning shift. It was agreed that the custodial crew would close any door which they found in the open position. (Custodians are frequently blamed for leaving doors open). There were no other tenant comments or concerns regarding custodial or grounds.

**3. Cafeteria.** Cafeteria manager, Ron Shissler, reported on the recent changes in the cafeteria which were initiated primarily to help keep costs contained and thus avoid the need to raise product prices. He also reported that the recent changes in the physical layout of the cafeteria have resulted in a noticeable

reduction in shoplifting. There were no tenant comments or concerns regarding the cafeteria.

**4. Telecommunications.** Several attendees reported that they had been experiencing frequent difficulties with the "unblock call" feature when placing outgoing calls. GSA Federal Technology Services representative, Duane Taylor, reported that the building's new incoming "ISDNPRI" lines would be in place by mid November and would correct the problem. There were no additional tenant comments or concerns regarding telecommunications.

**5. Service Calls & Maintenance.** Ron Shissler reported that there was a ceiling leak near the Coke machine in the cafeteria. National Labor Relations Board representative, Dennis Snook, commented that at times it would be nice if the responding GSA maintenance technician would "touch base" with the tenant agency requester when responding to service calls. Steve David suggested that tenants make mention of any such request when they first contact GSA on the "Service Call Hot Line." There were no additional tenant comments or concerns regarding service call or building maintenance issues.

**6. Projects & Space.** Steve David reported that GSA was planning a "group relamp" project that would impact all tenants in the building. (GSA will contact tenant agencies to determine their preference for daytime or nighttime work.) GSA Property Manager, Michael Westvold, reported that GSA was also planning a plumbing project that would replace the worn sinks, faucets, and toilet flushing devices and make the restrooms more "ADA" compatible. GSA Space Manager, Coralee Liljenberg, reported on the various space alteration and vacate space projects. There were no tenant comments or concerns regarding project or space issues.

**7. Open Discussion.** Miscellaneous items discussed included: a) an announcement that GSA Property Manager, Stan Catchpole, had accepted a permanent position at the GSA Regional Office in Auburn and would not be returning to the JFB; b) the introduction of GSA Property Manager, Jeff Truax, who had volunteered to work at the JFB until Steve David returned; c) a reminder that GSA would be conducting their bi-annual building survey in October. (It should also be noted that GSA will visit individual tenant workstations throughout the building to distribute surveys.); and d) a reminder for tenants to submit their FY01 Reimbursable Work Authorizations (RWA) if they had special custodial or overtime utility needs. There were no other tenant comments or concerns.

Handouts distributed at the meeting included: a) FY01 overtime utility budget estimating form; b) building survey information sheets; c) autumn issue of the building newsletter; and d) excess personal property disposal reference.

A workshop was conducted by GSA Federal Supply Service representative, Lillian Smiley, immediately after the meeting for those attendees who were

interested in learning more about the process for disposing of excess personal property (i.e., office equipment, office furniture, etc.). Building tenants desiring additional information regarding the disposal process should refer to the "Building Policies" page of the building website. ([www.northwest.gsa.gov/jfb](http://www.northwest.gsa.gov/jfb))

There was no other business. The next meeting is scheduled for 10:00 a.m., January 17, 2001 in The Evergreen Room (3086). A notification memo will be emailed approximately two weeks prior and an agenda emailed one day prior to the meeting.

Attachment (1)